

**DIRECTIVE NUMBER: 300-03-11**

**DATE:** February 14, 2013

**TO:** All Kansas Department of Labor Employees

**FROM:** Lana Gordon, Secretary of Labor (*Signature on file*)

**SUBJECT:** Attendance Policy

1. Purpose: To advise employees of the Kansas Department of Labor (KDOL) policy concerning attendance.
2. References: Directives on *Request and Approval of Leave* and *Extended Absences from Work*.
3. Policy: It is required that all KDOL employees maintain good attendance records and adhere to all policies concerning the use of leave in order to ensure adequate staffing to meet the needs of the agency.
4. Procedures:
  - a. Employees are expected to be at their workstations ready to begin work at the agreed-upon starting time. Arriving late for work or leaving early is not acceptable behavior and is subject to disciplinary action. Employees who return to work late from scheduled breaks or lunches may also be subject to disciplinary action.
  - b. Supervisors may counsel employees who consistently use all leave, both annual and sick, as it is earned, if using leave as it is earned impacts the ability of the work group to accomplish the work of the agency or negatively affects employee performance.
  - c. Disciplinary action will be taken against those employees who have established a pattern of abuse of leave privileges. Disciplinary action may include restricted use of leave, verbal and/or written reprimands, suspension, demotion and untimely dismissal.
  - d. If a supervisor has reason to believe that an employee has established a pattern of habitual or excessive use of sick leave privileges, the supervisor may request, through the HR Director, a health-care provider's statement before authorizing the use of any future leave. The HR Director will consult with the appropriate Division Director, legal staff and/or the Secretary's office as necessary.

- e. If any request for leave is denied by a supervisor, and the employee takes the time off anyway, the time may be charged to unauthorized leave without pay, and may also result in disciplinary action, including termination.
- f. Attendance will be considered in the selection process for promotional opportunities.

My signature below indicates I have read and understand not only KDOL's attendance policy but also the possible consequences for failure to follow this policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor or HR Signature

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Supervisor or HR Printed Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

Rescissions: 300-03-04	Expiration Date: Continuous
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